



## United States Department of the Interior Office of the Secretary



### Interior Business Center Accounting Operations Services

The Accounting Operations Services Division at the Interior Business Center provides accounting services by processing and certifying client transactions, preparing financial statements, preparing and submitting required financial reports and assisting in the establishment and compliance with financial management policies, laws and regulations. Areas covered include funds control, disbursements, receivables, debt management, direct loans, receipts, cash management, payments, and travel. We also perform duties such as reconciliations, Treasury and regulatory reporting, verifying financial data accuracy, and establishing financial management systems. IBC delivers Accounting Operations Services in a SSAE 16 and A-123 compliant environment.

#### IBC EXPERIENCE

**The IBC provides business management services and support, which allow customer agencies to focus on mission work.**

In carrying out its responsibilities, IBC's Accounting Operations Services Division can:

- ◆ Review and coordinate requirements, directives, and initiatives established by federal statutes and implement directives from central authorities, such as GAO, OMB and Treasury. IBC's Accounting staff may represent the customer in dealing with regulatory agencies to secure interpretations, exceptions, and modifications.
- ◆ Formulate with the customer the financial management policies and procedures to establish or enhance program and administrative initiatives.
- ◆ Establish and prepare reconciliation procedures to ensure the accuracy of financial data.
- ◆ Prepare all official financial and budgetary reports to Treasury, OMB, and other government agencies; ensuring that all necessary reconciliations are performed.
- ◆ Establish and maintain the books of original entry/official accounting record.
- ◆ Maintain official accounting records of all funds authorized to support assigned program and administrative efforts.

- ◆ Process payment requests, award updates, adjustments, and recipient expenditure data; correct data rejected by the financial system; and oversee the Federal payment process.
- ◆ Develop standards/procedures for producing and issuing financial statements for client programs.
- ◆ Prepare financial statements, footnotes and related schedules.
- ◆ Advise operating client managers and their system staffs regarding the maintenance of accounting sub-system records.
- ◆ Perform internal reviews and audits on the accuracy of travel vouchers.

#### Exceeding Your Expectations is Our Focus

The following is a detailed list of our Accounting Operations Services:

#### **Administrative Control of Funds and Accounts Payable**

- ◆ Record commitments, obligations, and payroll accruals
- ◆ Provide training of payment rules and regulations to customer, upon request
- ◆ Maintain vendor payment files
- ◆ Process vendor and other payments/disbursements in accordance with the Prompt Payment Act regulations and the terms of the contract

#### **Temporary Duty (TDY) and Permanent Change of Station (PCS) Travel**

- ◆ Determine entitlements, compute advances, pay vouchers, audit selected sample of vouchers, monitor outstanding advances, and certify client agency travel payments with Treasury
- ◆ Respond to and resolve vendor and traveler questions concerning payments
- ◆ Perform relocation counseling services



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## Interior Business Center Accounting Operations Services

### **Accounts Receivable/Reimbursements/ Central Collections Processing**

- ◆ Prepare and/or process Intragovernmental Payment and Collection (IPAC) billings
- ◆ Manage collection program, to include Bills of Collection, Dunning Notices for delinquent debts, Treasury Offset Program, Salary Offset indebtedness, Write-Offs (uncollectible debts), and Treasury reporting
- ◆ Respond to and resolve issues concerning collections

#### **YOUR CHOICE**

**IBC customers have the option of selecting from an array of finance-related services.**

### **Perform General Accounting**

- ◆ Reconcile general ledger subsidiary transactions and research abnormal general ledger balances
- ◆ Perform reconciliation of Fund Balance with Treasury
- ◆ Perform other reconciliations (i.e., electronic interfaces to the core accounting system)
- ◆ Monitor funds availability within the customer financial system
- ◆ Prepare and analyze regulatory reports within prescribed due dates
- ◆ Record all necessary transactions for amounts due the government
- ◆ Perform appropriated, reimbursable, and trust accounting functions, using the Standard General Ledger
- ◆ Prepare and analyze mandatory and/or ad-hoc reports as required by regulatory agencies and/or the customer agency
- ◆ Maintain accounting history in compliance with records retention requirements
- ◆ Perform financial analyses
- ◆ Develop documentation, policies and procedures
- ◆ Perform operational activities associated with the year-end accounting cycle closing

### **Financial Statement Preparation and CFO Activities**

- ◆ Maintain all financial supporting documentation in accordance with NARA standards
- ◆ Prepare all required CFO-compliant Financial Statements including accompanying footnotes and supplementary information
- ◆ Prepare and submit the Treasury Report of Receivables (TROR)
- ◆ Monitor, reconcile, and report cash/Fund Balance with Treasury in accordance with US Treasury Standards Reconcile data in financial statements to the accounting system
- ◆ Provide information to and perform reconciliation of intragovernmental transactions per customer requirements

#### **OUR MISSION**

**We provide high quality, efficient and transparent shared service solutions that enable our customers to focus on their core mission.**

### **Accounting Operations Services**

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**Your Focus: Your Mission  
Our Focus: You**